



LOUISIANA ENVIRONMENTAL LEADERSHIP PROGRAM

A cooperative program to enhance environmental quality in Louisiana



2009 Environmental Leadership Awards Federal Entities Awards Guidance

Purpose

The Louisiana Environmental Leadership Program (ELP) seeks to accomplish its central goals to recognize and promote pollution prevention, waste reduction, community outreach and other efforts that exceed regulatory requirements through the ELP Awards Program. The ELP Awards Program recognizes outstanding activities and projects undertaken by Louisiana's businesses, federal entities, municipalities, schools and universities, non-governmental organizations, and individuals that demonstrate environmental leadership and the pursuit of a cleaner, safer environment.

Awards Categories

Awards are presented for contributions from Federal Entities in three categories:

- Pollution Prevention (P2)
- Community Environmental Outreach (CEO)
- Environmental Management Systems (EMS)

In the Pollution Prevention and Community Environmental Outreach categories, entities may submit project entries or program entries. A project is an undertaking at one location and programs are broader efforts, usually a combination of several projects that are coordinated and focused on achievement of a particular goal. Project and program entries are judged separately.

In addition to the categories mentioned above, special recognition awards are chosen by the LDEQ Secretary and presented for significant contributions to environmental and conservation initiatives.

General Eligibility Requirements

Any federal entity that is a member of the Louisiana Environmental Leadership Program fulfilling all membership requirements, including updating annual pollution prevention progress reports, is eligible to enter. Applicants must demonstrate a record of sustained compliance and a commitment to continuous environmental improvement above regulatory requirements. All projects must have been completed during the 2008 calendar year.

Certain projects are **not** eligible:

- Projects that have been submitted for a previous Environmental Leadership Program Award*
- Supplemental Environmental Projects (SEP's) designated under federal regulations.
- Beneficial Environmental Projects (BEP's) designated under state regulations.
- Projects mandated by enforcement action, usually a court order (*e.g., settlement agreement, consent decree, some compliance orders, etc...*).

**A project may be closely related to a previous entry and still be eligible provided that the current entry demonstrates fully that the project's scope and performance claims are clearly above and beyond the initial entry.*

Projects including the award entry form should be submitted by **April 17, 2009** to:

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Business & Community Outreach Division
Louisiana Department of Environmental Quality
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Baton Rouge, LA 70821-4301

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Pollution Prevention Category

Pollution prevention achievement awards recognize projects that have led to measurable reductions in air pollution, water pollution, solid and hazardous waste, or have contributed to significant energy and resource conservation. Projects that achieve reduction of pollution at any level in the **waste management hierarchy** may be eligible for an award, but the entry must demonstrate the relevance of the hierarchy to the project.

Examples of Pollution Prevention Projects:

- Process improvements that result in reduced emissions, discharges or generation of wastes
- Achievement of zero discharge for selected waste or emission streams
- Projects that reduce the environmental risks of a facility
- Innovative approaches through product redesign to reduce the lifecycle impact of manufacturing and use of a product
- Projects to reduce reliance on incinerators and deep wells as disposal options
- Beneficial reuse of waste materials
- Emergency releases reduction
- Working with suppliers, customers, and smaller companies to promote pollution prevention

Community Environmental Outreach Category

The Community Environmental Outreach Award recognizes innovative projects that contribute to enhancing the quality of the environment for the local community.

Examples of Projects in this Category:

- A community project that enhances environmental quality
- An activity to improve the interaction and involvement of the facility with the community in dealing with environmental concerns
- An innovative environmental education project
- A mentoring project with suppliers or smaller companies to prevent pollution or reduce risk
- Facility-specific environmental reports and/or communication tools
- Voluntary participation in a project to evaluate ambient air and water quality in the community
- An inter-company or multi-company environmental project
- A wildlife enhancement or natural heritage preservation project

An entry must be for a single environmental related project however, an overall environmental program may be submitted if designated as such on the entry form. In preparing your entry take care to address each requirement listed. Eligible participants are encouraged to submit multiple entries and may win multiple awards based on the merit of each entry.

Environmental Management System (EMS) Category

This award category recognizes exceptional improvements in facility environmental performance resulting from innovative implementation or enhancement to a model environmental management system (ISO, RC, U.S. EPA National Environmental Performance Track, third-party certified or other similar equivalent accepted by the administrative authority). The award recognizes both the management system improvement and the results achieved. The EMS improvement and results achieved must have occurred between January 1, 2008 and December 31, 2008 to be considered for the 2009 Environmental Leadership Program Awards.

The environmental management system must include the following five elements:

- Environmental policy
- Environmental planning (identifying significant environmental impacts, legal requirements, and setting quantifiable objectives)
- Environmental management implementation programs and procedures, including environmental training
- Environmental audits and corrective action
- Management review of the EMS

Successful entries will demonstrate the value of EMS by the improvement achieved in the facility's environmental performance. Award entries must document 1) The implementation of, or change in the facility's EMS and 2) The achieved performance improvement attributable to it and supported by the comparative data. This involves the use of quantifiable objectives for achieving tangible environmental benefits. Less tangible benefits are not discounted, but must be convincingly described.

Improved performance can be measured through:

- Improved level of regulatory compliance
- Reduction in energy, water, and materials use
- Reduction in waste generation
- Reduction of pollutant discharges to water
- Reduction of emissions to air
- Reduction of accidental releases to the environment
- Reduction of annual total reportable releases (TRI)
- Reduction of inherent process risk
- Reduction of risk posed by ancillary operations
- Application of green chemistry and engineering in process and product development
- Reduction of costs of environmental compliance and operations (eco-efficiency)
- Improved community acceptance of the facility's environmental performance

Examples of eligible EMS changes include:

- Significant improvements to an existing EMS
- Innovative and successful approaches to meeting one or more EMS elements
- Innovative methods of implementing a new EMS or changes to an existing EMS
- Effective means for assuring integration of environmental aspects and impact determination with facility objectives

Facility Eligibility

To enter, the facility must be a member of ELP including submission of the annual pollution prevention progress report. The facility must have a certified EMS (ISO, RC, third party or other similar equivalent accepted by the administrative authority) or be a member in good standing of the National Environmental Performance Track program. The third party certification can be from the corporate office if the audit was made by people not associated with the facility's staff.

Facility Manager's Statement

The Environmental Management System category requires a statement signed by the senior facility manager attesting to the implementation and maintenance of a model environmental management system that complies with the requirements of the ELP. The facility manager's assessment of the facility's current regulatory compliance status is also required.

The Selection Process

The selection panel for the EMS Category will be composed of experts in EMS assessment, specifically ISO 14001 or Performance Track, as well as those experienced in implementing and maintaining environment systems at the facility level.

The panel reviews the documentation of the facility manager's statement, a copy of the current EMS certification and/or documentation of the facility's membership in EPA's National Environmental Performance Track (NEPT) program, and/or third-party certification. The selection panel assesses the merit of each entry following the numbered instruction items of the EMS category entry form.

Enforcement screen guidelines apply to the EMS Category in the same way as for other categories in Pollution Prevention and Community Environmental Outreach. Be aware that serious violations will disqualify the applicant. As with the other award categories, the LDEQ Secretary makes the final selection of award recipients based on selection panel recommendations and consideration of facility compliance records.

The selection panel, at their discretion, may request a ½ day on-site visit to verify the EMS. The on-site visit may include the following:

1. A review of documentation, including examination of the facility's environmental records
2. A short interview of senior level management, operating supervisors, and/or operations personnel. A list of questions will be provided to the facility in advance.

It is noteworthy to mention that on-site assessments, at this time, must be conducted at the office level. In the future, it may be possible to promulgate a Memorandum of Understanding that would allow the panel the opportunity to conduct an assessment inside the battery limits.

Additional Guidance

Successful entries will include all required components presented in an orderly fashion and in compliance with numbered instructions of the entry form. Experience has shown that some superior entries have failed due to an incomplete or inept description.

Since this is a competition, we cannot share results about individual entries until after selection of the finalists by the LDEQ Secretary.

Judging Protocol

Judges are instructed to maintain confidentiality regarding all applications. Judges will not participate if they have a conflict of interest (major customer/competitor, previous employer, prior consulting, etc.).

Scoring of Applications

The following is an example of some of the criteria that will apply during judging of the different categories:

1. Scope
2. EMS improvements (if applicable)
3. Performance or eco-efficiency improvements
4. Exceeds regulatory requirements (if applicable)
5. Reduced risks (if applicable)
6. Innovative project/shared with other organizations

Note: If items 2, 4 and/or 5 are not applicable, a judge can provide general thoughts about the application and/or on-site visit. Comments help to explain why a judge scored the application a certain way.

Pollution Prevention Award Entry Form

Title of Project/Program _____
Name of Federal Entity _____
Senior Management Official/Plant Manager _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____

Please check appropriate boxes:

☐ Pollution Prevention Project ☐ Pollution Prevention Program

Please limit your entry to no more than five (5) pages and **include all five elements described below:**

1. **Project Description:** Describe the project clearly and concisely. Consider a simplified drawing to save words. Each entry must be for a single project or specifically designated as a program.
2. **Environmental Improvements:** Describe the environmental improvement resulting from the project. The use of standardized measures of emissions such as TRI data and hazardous waste generation biennial report information is encouraged. This should include a description of any reductions in environmental risk resulting from the project.
3. **Regulatory Exceedances:** Note the degree to which the results of the project contributed to exceeding regulatory compliance requirements. Were they accomplished earlier than required? How does the project exemplify environmental leadership? Discuss cost considerations if significant (capital investment and/or cost savings).
4. **Project Innovations:** Highlight the innovative aspects of the project that represent a departure from "business as usual." How does the project exceed the average pollution prevention project for your industry?
5. **Waste Management Hierarchy:** Describe how the waste management hierarchy (source reduction, recycling, and disposal) was utilized in planning and implementing the project. If this project is "end of the pipe" treatment, emphasize how the hierarchy applies.

Other Items:

- Please attach this form to the front of your entry.
- Please be descriptive and include pictures and data to supplement the information presented to assist judges in determining the merit of your project.

Community Environmental Outreach Award Entry Form

Title of Project/Program _____
Name of Federal Entity _____
Senior Management Official/Plant Manager _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes: ☐ CEO Project ☐ CEO Program

Please limit your entry to no more than five (5) pages and **include all six elements described below:**

1. **Project Description:** Describe the project or program in sufficient detail. Describe how the project or program contributed to community environmental quality improvement. Describe the community served including demographics, number of people served, project duration, community participation in project and planning and why you chose this particular community to implement your project or program.

In detailing the scope of the project consider covering; number of employees involved, company hours spent, volunteered free time, and the time period involved (short and long term).

2. **Project Innovations:** How is it innovative? How does it rise above the typical outreach activity? Does it exceed regulatory requirements?
3. **Project sustainability:** Also describe the sustainability of the project and including the costs involved in implementing.
4. **Environmental Indicators:** Please describe what indicators were used to measure the effectiveness of the project.
5. **Transferability:** Suggest how your success with this project is transferable to other facilities. In measuring success, identify target audience, state the objectives, indicate the number of people reached, and/or other project achievements.
6. **Support letters:** Provide support letters from at least two community individuals outside the company attesting to the success of the project.

Other Items:

- Please attach this form to the front of your entry.
- Please be descriptive and include pictures and data to supplement the information presented to assist judges in determining the merit of your project.

Environmental Management System Award Entry Form

Title of Project/Program _____
Name of Federal Entity _____
Senior Management Official/Plant Manager _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____

Please check appropriate boxes and provide documentation of certification:

- ☐ Facility EMS is registered to ISO, RC or other similar equivalent
- ☐ Facility is a member of National Environmental Performance Track
- ☐ Facility has had a third-party certification audit
- ☐ Facility has written confirmation from top management

Provide written confirmation from top management that the environmental management system has **all of the six elements** delineated in the EMS category description. Please limit your entry to no more than seven (7) pages in response to the following items:

1. **EMS Description:** Concisely describe the scope of the EMS (which facility or facilities, units, etc...).
2. **EMS Improvements:** Describe the EMS improvement(s) clearly. Consider graphics and tables to save words. Entries should be for innovation in implementation of, or significant improvements to an EMS since January 1, 2008.
3. **Environmental Performance Improvements:** Demonstrate the environmental performance improvement(s) resulting from the project or change to the EMS. The improvement should be measurable and include summarized data substantiating the improvement. What environmental benefits followed, such as improve eco-efficiency? Were there any benefits to the public?
4. **Regulatory Exceedances:** Note the degree to which the improvement(s) contributed to exceeding regulatory compliance requirements (if applicable).
 - a. Were they accomplished earlier than required?
 - b. Why is the change significant?
5. **Environmental Risk Reductions:** Describe any reductions in environmental risk resulting from the change to the EMS (if applicable).
6. **Transferability:** Are the EMS improvements transferable to other facilities? If so, have they been shared with others?

Other Items:

- Please attach this form to the front of your entry.
- Please be descriptive and include pictures and data to supplement the information presented to assist judges in determining the merit of your project.

Environmental Management System Statement

On behalf of (name of nominator) _____

My Facility (name of nominee) _____

I certify that:

I have personally examined and am familiar with the information contained in this award entry. The information contained in this entry is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete. I have no reason to believe the facility would not meet all program requirements.

My facility has an environmental management system (EMS), as defined in the Louisiana Environmental Leadership Program's Pollution Prevention Award guidance, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility.

I am the senior facility manager and I am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature _____

Date _____

Printed Name [Mr.] [Mrs.] [Ms.] [Dr.] _____

Title _____

Phone () _____

Email Address _____

Facility Name _____

Facility Street _____

City/State/Zip Code _____

Additional Information

Waste Management Hierarchy

The ELP subscribes to the Waste Management Hierarchy that follows:

- Wastes should be prevented or reduced at the source whenever feasible.
- Wastes that cannot be prevented should be recycled in an environmentally safe manner whenever feasible, or be reused in a beneficial way.
- Wastes that cannot be prevented, recycled or beneficially reused should be treated in an environmentally safe manner.
- Disposal or other release into the environment should be employed only as a last resort and should be conducted in an environmentally safe manner.

Source Reduction:

“Source Reduction” means any practice which:

- Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, reuse, treatment or disposal
- Reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants

The term “Source Reduction” includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training or inventory control.

Recycling:

- Recycling, some energy recovery, treatment, and disposal are not included within the strict definition of pollution prevention. However, recycling that is conducted in an environmentally sound manner may share some of the advantages of pollution prevention. This is due to conservation of resources and reducing the need for treatment or disposal of wastes.
- Project entries that involve recycling, reuse, treatment or disposal should clearly indicate how the waste management hierarchy was utilized in developing the project.
- Design and practices commonly described in the chemical process industry as “end process recycling” usually qualify as pollution prevention.